



Purchase Order Instructions

- Please send an attendee(s) list that will be paid with the Purchase Order to ht@eventswebpage.com
- Each attendee should register themselves as there are many questions that need to be answered by the individual regarding food allergies, emergency contact etc.
- Go to the BDSC registration site – [Click Here](#)
- Click Register Now.
- Once the form is filled out, click continue, which will advance to the payment page.
- On the payment page, select **Purchase Order** as the payment method and click continue.
- Fill out the requested information. If you do not have a PO number, please type TBD.
- The Agency contact name, email and phone number is who will be responsible for sending the PO. If you do not have this information, please type TBD.
- Click continue. A confirmation page will appear on the screen and be emailed.

Registration Fees

Fee	Amount
3-Day Early Bird Registration	525.00

Payment Information

A payment of \$525.00 must be made.

Please provide the following information for the purchase order:

Your name

Agency contact name

Agency contact email

Agency contact phone number

PO Number

TBD

Who is the contact for this Purchase Order

Name

Jane Smith

Phone Number

xxx-xxx-xxxx

Email

jane@tbd.com